



# CITY OF KIRKWOOD

139 S Kirkwood Rd  
Kirkwood, MO 63122

**APPLICATION – MINOR SUBDIVISION  
BOUNDARY ADJUSTMENT PLAT  
CONSOLIDATION PLAT  
CONDOMINIUM PLAT  
LOT SPLIT PLAT**

DATE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_ PLAT NAME: \_\_\_\_\_

### **ACTION REQUESTED**

- Boundary Adjustment Plat - \$100 + \$500 Deposit
- Consolidation Plat - \$100 + \$500 Deposit
- Condominium Plat - \$100 + \$500 Deposit
- Lot Split Plat - \$100/Lot + \$500 Deposit

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **APPLICANT'S INFORMATION**

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

By Signing this application, I understand that failure to provide a copy of the recorded plat and digital CAD file within 30 days of recording shall result in the \$500 deposit being forfeited to the City of Kirkwood.

### **FOR CITY USE ONLY**

Date Received: \_\_\_\_\_ By \_\_\_\_\_

Filing Fee, Check No. \_\_\_\_\_ Receipt No.: \_\_\_\_\_

\$500 Deposit, Check No. \_\_\_\_\_ Refunded on \_\_\_\_\_

M.S.D. Approved on \_\_\_\_\_ Date CAD file sent to ST Louis County GIS \_\_\_\_\_

Date Recorded Copy Returned \_\_\_\_\_

Date Recorded \_\_\_\_\_

County Book/Page Number \_\_\_\_\_

Original Subdivision Plat Name \_\_\_\_\_

Plat Number Assigned \_\_\_\_\_

**CITY OF KIRKWOOD**  
**MINIMUM REQUIREMENTS FOR**  
**MINOR SUBDIVISIONS**  
**MARCH 2021**  
**ZONING AND SUBDIVISION CODE SECTION [25-26](#)**

**§ 25-26. Minor Subdivision.**

**(a) Purpose**

The purpose of the minor subdivision process is to allow for small subdivisions of land, consolidation of lots, or transfer of a portion of a lot to an adjacent lot where there will not be the creation of a new street, dedication of right-of-way (unless specifically allowed herein), or a need for any public improvements. It is furthermore the purpose of this section to allow for the administrative approval of condominium plats.

**(b) Applicability**

- (1) For the purposes of this code, a minor subdivision includes a lot split, lot consolidation, or transfer of land between adjacent property owners that complies with the following requirements.
  - (i) The proposed subdivision is located along an existing public street and involves no opening of any new street, or the widening or extension of an existing street, or the installation of any other public improvements;
  - (ii) The subdivision shall not result in or create more than one additional lot above the total number of parent lots (e.g., one lot split from a larger parent lot or the consolidation of two pieces of land from two adjacent lot splits), unless otherwise allowed in the B-4 and B-5 Districts as established below;
  - (iii) The subdivision shall be in compliance with all applicable site development standards in this code or with any approved variance from such standards;
  - (iv) The subdivision shall not require a subdivision modification;
  - (v) The subdivision shall not require the dedication of rights-of-way; and
  - (vi) No landlocking of parcels shall occur as a result of the minor subdivision, unless otherwise allowed in the B-4 and B-5 Districts as established below.
- (2) A minor subdivision process shall be applicable for the creation of condominium plats as defined by Chapter 448, RSMo.
- (3) A minor subdivision process shall be applicable for boundary adjustments that result in or create no additional lot.
- (4) Where the City Council has approved a development plan in the B-4 or B-5 Districts that includes the subdivision of land into any number of lots and where the subject development plan includes a cross-easement agreement or other form of agreement, such subdivision of land may be reviewed as a minor subdivision provided that the property remains under the terms and conditions of the development plan.
- (5) All other forms of land subdivision and/or public improvements shall be subject to the provisions of [§25-27](#).

**(c) Sale of Land in Subdivisions, Start of Construction, and Permitting**

- (1) No owner, or authorized agent, of any land located within a subdivision shall transfer, sell, agree to sell or negotiate to sell any land by reference to, by exhibition of, or by the use of, a plan or plat of a subdivision, nor proceed with any construction work before such plan or plat has been approved and recorded in the manner prescribed in these regulations.
- (2) Any sale or transfer contrary to the provisions of this section is void. The description of such lot or parcel by metes and bounds in the instrument of transfer or other documents used in the process of selling or transferring shall not exempt the transaction from the provisions of these regulations.

- (3) The Director of Public Services shall not issue building permits for any structure or activity on a lot in a subdivision for which a plat has not been approved and recorded in the manner prescribed in these regulations.

**(d) *Minor Subdivision Review Procedure***

The review procedure for a minor subdivision shall be conducted as established in Section 25-26.

(1) Step 1 – Application

- (i) The applicant shall submit an application in accordance with [§25-16](#) and with the provisions of this section and require the submission and approval of a preliminary plat and a final plat.
- (ii) A boundary adjustment shall be accomplished by plat prepared by a surveyor licensed in the State of Missouri and shall include an adequate legal description of the boundaries of the original lots and of the adjusted lots.

(2) Step 2 – Review and Decision by the Director of Public Services and City Clerk

- (i) The Director of Public Services and City Clerk shall review the application and approve, approve with modifications that will bring the application into compliance with codes, or deny the application based on the review criteria established below.
- (ii) If the application is approved with modifications, the applicant shall be required to revise all documents prior to final signing and recording.

**(e) *Review Criteria***

In order to approve a minor subdivision, the Director of Public Services shall determine the following:

- (1) That the application complies with all applicable provisions of this code;
- (2) That the application complies with all other applicable regulations and plans of the City;
- (3) That the Director of Public Services and any other applicable review agencies have no objections that cannot be resolved by the applicant; and
- (4) For condominium plats, such plat shall comply with the requirements of a condominium plat as established by Chapter 448, RSMo.

**(f) *Recording***

After approval, the applicant shall then be responsible for submitting the signed conveyance with the Recorder of Deeds of St. Louis County and returning a copy of said recorded document to the City.

**(g) *Time Limit***

If the applicant does not record the plat within 90 days of signed approval, the plat approval shall expire. After the plat approval expires, any new minor subdivision will require a new application and related fees in accordance with this code.

**(h) *Appeals***

Any person or entity claiming to be injured or aggrieved by any final action of the Director of Public Services shall have the right to appeal the decision to the Board of Adjustment as established in [§25-25](#).

**CITY OF KIRKWOOD**  
**PROCEDURE AND MINIMUM REQUIREMENTS FOR**  
**MINOR SUBDIVISION PLATS – MARCH 2021**

1. The plat shall be prepared by a surveyor licensed in the State of Missouri and shall include:
  - A title which references the subdivision name first (if applicable) and the lot and block number, such as:
    - Louisa Heights, Smith Consolidation Plat, A Consolidation Plat of Lot 1, etc.
    - Kirkwood Subdivision, Block 5, Part of Lot A, also known as “139 S Kirkwood Road” Consolidation Plat
    - New proposed subdivision name for lot split plat
  - The Section, Township and Range in the title block
  - Scale, north arrow, and date
  - An adequate legal description of the boundaries of the original and new lots
  - Lot numbers, such as:
    - Huntleigh Hills Boundary Adjustment Plat for Lot 110 and Lot 111
    - Barrett Brae Boundary Adjustment Plat for Lot A and Lot B
    - Smith Estate Subdivision Lots 1 and 2
  - Lines of the original and new parcels, including for the whole original subdivision lot if the subject property is only part of an original lot, with the layout of the lots to show dimensions, bearings and square footage of each lot
  - Existing or required easements, including the location, dimensions, purposes, and the name of entity holding the easement with recorded book and page numbers or the date and daily number
  - The applicable script for the signature block of the City Engineer and the City Clerk (see attached)
  - Draft plat with improvements, including the location of existing structures, shall be submitted for Boundary Adjustment and Lot Split Plats for staff to review for compliance with the Code. These improvements shall be removed from the final plat.
  - Lot Split Plat application to be accompanied with Tree Study and Landscape Plan per [§25-61](#), Minor Subdivision Plat Preliminary Plat Checklist, and Minor Subdivision Plat Final Plat Checklist.
2. A draft paper copy of the plat and an application shall be presented to the Planning Division for review prior to execution. **SETBACKS, BUILDING LINES, AND EXISTING IMPROVEMENTS SHALL NOT BE SHOWN ON THE FINAL PLAT.**
3. After City Staff have approved the final plat, including all supporting data, a record plat shall be executed by the City Engineer and endorsed by the City Clerk. Prior to signatures by the City, the Mylar plat shall be completely executed and signed by all other parties. At the time the plat is ready for City signatures, the filing fee shall be paid to the City and an amount of \$500 shall be deposited with the City.
4. After signature by the City, the plat shall be filed for record within 90 days in the St Louis County Recorder of Deeds Office by the applicant at the applicant’s expense. One copy of the plat containing the stamp of the Recorder of Deeds **and a digital CAD file shall be provided to the City** within 30 days of recording. Failure to provide a copy of the recorded plat **and digital CAD file** within 30 days shall result in the \$500 deposit being forfeited to the City.
5. No building permit shall be issued by the Building Commissioner for the construction of any building, structure, or improvements to the land or any lot within a subdivision until the applicant has fully complied with all the requirements of the Subdivision Ordinance.

## SCRIPT FOR BOUNDARY ADJUSTMENT PLAT

This drawing has been reviewed; and it is determined that it is in accordance with the Kirkwood Code of Ordinances Section 25-26, Minor Subdivisions, and has been approved by the Department of Public Services. The purpose of this plat is to adjust the boundary between adjacent tracts of land. No additional lots are created.

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Richard E. Holesinger City Engineer City of Kirkwood, Missouri	Date
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I, Laurie Asche, City Clerk of the City of Kirkwood, Missouri, do hereby certify this boundary adjustment plat was reviewed and approved by the City of Kirkwood in accordance with Ordinance No. 10702.

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Laurie Asche City Clerk City of Kirkwood, Missouri	Date
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## SCRIPT FOR CONSOLIDATION PLAT

This drawing has been reviewed; and it is determined that it is in accordance with the Kirkwood Code of Ordinances Section 25-26, Minor Subdivisions, and has been approved by the Department of Public Services. The purpose of this plat is to consolidate adjacent tracts of land into a single lot. No additional lots are created.

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Richard E. Holesinger City Engineer City of Kirkwood, Missouri	Date
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I, Laurie Asche, City Clerk of the City of Kirkwood, Missouri, do hereby certify this consolidation plat was reviewed and approved by the City of Kirkwood in accordance with Ordinance No. 10702.

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Laurie Asche City Clerk City of Kirkwood, Missouri	Date
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## SCRIPT FOR CONDOMINIUM PLAT

This drawing has been reviewed; and it is determined that it is in accordance with the Kirkwood Code of Ordinances Section 25-26, Minor Subdivisions, and Chapter 448 RSMo and has been approved by the Department of Public Services.

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Richard E. Holesinger                      Date  
City Engineer  
City of Kirkwood, Missouri

I, Laurie Asche, City Clerk of the City of Kirkwood, Missouri, do hereby certify this condominium plat was reviewed and approved by the City of Kirkwood in accordance with Ordinance No. 10702.

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Laurie Asche    Date  
City Clerk  
City of Kirkwood, Missouri

## SCRIPT FOR LOT SPLIT PLAT

This drawing has been reviewed; and it is determined that it is in accordance with the Kirkwood Code of Ordinances Section 25-26, Minor Subdivisions, and has been approved by the Department of Public Services. The purpose of this plat is to create one additional lot.

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Richard E. Holesinger                      Date  
City Engineer  
City of Kirkwood, Missouri

I, Laurie Asche, City Clerk of the City of Kirkwood, Missouri, do hereby certify this plat was reviewed and approved by the City of Kirkwood in accordance with Ordinance No. 10702.

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Laurie Asche    Date  
City Clerk  
City of Kirkwood, Missouri

**RECOMMENDED SCRIPT FOR RECORD PLAT  
AND FOR STREET AND/OR EASEMENT DEDICATION  
(Modify as appropriate)**

The undersigned owner(s) of the tract of land described in the surveyor's certificate have caused said tract of land to be adjusted (consolidated) in the manner shown, and said tract of land shall hereafter be known as \_\_\_\_\_.

We, the undersigned owners of the tract of land herein platted and further described in the foregoing surveyor's certificate, have caused the same to be surveyed and subdivided in the manner shown on this plat, which subdivision shall hereafter be known as <insert name of subdivision>. <Street names>, \_\_\_ feet wide, and the \_\_\_ foot wide road dedication strip along <street names> together with all cul-de-sacs and roundings located at the street intersections, which for better identification are shown hachured on this plat, are hereby dedicated to the City of Kirkwood, Missouri, for public use forever.

The \_\_\_ foot wide dedication strip along \_\_\_\_\_ and the rounding at the intersection of \_\_\_\_\_ and \_\_\_\_\_ which, for better identification are shown hachured on this plat, are hereby dedicated to the City of Kirkwood, Missouri, for public use forever.

All easements shown on this plat, unless designated for other specific purposes, are hereby dedicated to City of Kirkwood, Spire, AT&T, Metropolitan St. Louis Sewer District, (Union Electric, if applicable), their successors and assigns as their interests may appear for the purpose of constructing, maintaining, and repairing of public utilities and sewer and drainage facilities with the right of temporary use of adjacent ground not occupied by improvements for the excavation and storage of materials during installation, repair, or replacement of said utilities, sewers, and drainage facilities. All the above-mentioned companies and the City of Kirkwood have the right to egress and ingress across common ground. No building or structure shall be erected on any easement, and the grade over any easement shall not be changed after installation of any utility.

All sidewalk easements shown on the above plat are hereby dedicated to the Trustees of the aforementioned subdivision for maintenance.

All common ground, including cul-de-sac islands, is hereby dedicated to the Trustees of the aforementioned subdivision for landscape maintenance. No structure other than streetlights or other public utilities may be constructed or installed within a cul-de-sac island without authorization by the City of Kirkwood, Missouri.

All lots in this subdivision shall be subject to the restrictions and conditions set forth in an instrument to be filed of even date with this subdivision plat in the office of the Recorder of Deeds, St. Louis County, Missouri.

IN WITNESS WHEREOF, we have hereunto set our hands (and affixed our Corporate Seal, if applicable) this \_\_ day of \_\_\_\_\_, \_\_\_\_.

This is to certify that the undersigned has during the month of \_\_\_\_\_, \_\_\_\_\_, by order of \_\_\_\_\_, made a survey and subdivision of \_\_\_\_\_, in Section \_\_, Township \_\_, Range \_\_, St. Louis County, City of Kirkwood, in Missouri, and that the results of said survey and subdivision are correctly represented on this plat. This survey was executed in compliance with the current minimum standards for property boundary and subdivision surveys of the Missouri Department of Natural Resources, Division of Geology and Land Surveys. Boundary monuments as shown on this plat will be set prior to recording of plat, and all lot corners shall be set within twelve months of the recording of the plat.

Surveyor Name, Missouri Registration Number



## APPLICATION FOR LOT SPLIT PRELIMINARY PLAT CHECKLIST

- I have read and understand the General Subdivision Design Standards in Chapter 25 Article X of the Kirkwood Zoning and Subdivision Code.

### ITEMS INCLUDED WITH APPLICATION

- Filing Fee for Lot Split - \$100/Lot + \$500 deposit.
- Preliminary Plat, two copies 24" x 36" prepared by registered land surveyor or professional engineer.
- One set of color photographs of site frontage, adjacent properties, and significant site features.

### ITEMS SHOWN ON PRELIMINARY PLAT

- Proposed name and location of subdivision.
- Name and address of the owner, subdivider, land planning consultant, and the professional engineer or surveyor who prepared the plat.
- Layout of lots, showing dimensions and square footage for each lot.
- Existing or required easements, including the location, dimensions, purposes, and the name of entity holding the easement with recorded book and page numbers or the date and daily number.
- Front, side, and rear yard building setbacks and dimensions.
- Location and size of nearest water main, storm sewer, sanitary sewer, and other utilities.
- Location of nearest fire hydrant.
- Location of proposed lateral sewer connections.
- Location and size of proposed water lines and fire hydrants.
- Tract boundary lines showing dimensions, bearings, angles, and references to known land lines and monuments.
- Topography of the tract; contours at vertical intervals of two (2) feet if the general slope of the site is less than ten percent (10%) and at vertical intervals of five (5) feet if the general slope is ten percent (10%) or greater. U.S.G.S. data will be acceptable.
- Grading plan showing proposed contours and drainage pattern.



- Tree masses and all individual trees which have a caliper of 8 inches or greater shall be identified as to species and shown as to be lost or saved.
- Preliminary landscaping plan that locates and identifies by species new and existing trees to be counted as fulfilling tree frontage, density, and canopy coverage requirements in Zoning and Subdivision Code §25-61, as applicable.
- Location of existing structures.
- Scale, north arrow, and date.
- Information Summary:

Gross Site Area:

Zoning District:

Water:

Electric:

School District:

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Petitioner/Surveyor/Engineer, Date



# APPLICATION FOR LOT SPLIT FINAL PLAT CHECKLIST

- I have read and understand the General Subdivision Design Standards in Chapter 25 Article X of the Kirkwood Zoning and Subdivision Code.

## ITEMS INCLUDED WITH APPLICATION

- Final Plat, two copies 24"x36" prepared by registered land surveyor.
- Landscape plans per Section 25-61, two copies 24"x36":
  - Canopy coverage (35% minimum per lot)
  - Significant trees to be saved
  - Planting schedule as shown:

<u>KEY</u>	<u>QUANTITY</u>	<u>COMMON NAME</u>	<u>BOT. NAME</u>	<u>SIZE</u>
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- Site Tree Summary Statement:

Number of significant trees (8"±) to be saved =  
 Number of other trees (2-1/2"+) to be saved =  
 Number of trees to be planted for density requirement =

TOTAL NUMBER OF DENSITY TREES (Minimum 1 per 2,000 S.F.) =  
 TOTAL NUMBER OF SCREENING TREES (If Required) =  
 TOTAL NUMBER OF FRONTAGE TREES (1 Per 50 Feet) =

GRAND TOTAL OF SITE TREES =

- Detailed estimate of the cost of the proposed landscape and trees, prepared by arborist, and approved by City Forester.
- Performance guarantee in the form of a cash deposit or letter of credit assuring completion of the proposed improvements. Amount of guarantee shall be as required under Article VI, Section 5, of the Subdivision Code, in the amount of the approved estimate.
- Non-refundable fee of 1.25% of estimated cost of proposed landscape and trees.

## ITEMS SHOWN ON FINAL PLAT

- Boundary lines, with dimensions and bearings or angles, which provide an accurate survey of the tract.
- All sections, township, and range lines and the boundary lines of municipalities, sewer, school, and other established districts within or adjoining the subdivided area.
- Accurate location of all existing and recorded streets intersecting the boundaries of the tract, and the lines and record owners of all adjoining lands with book and page numbers of recorded deeds.
- Reference to recorded subdivision plats of adjoining platted ground by record name and date.
- Accurate description of the boundary of the tract by metes and bounds, or otherwise, together with a statement of the included area calculated to the nearest one hundredth of an acre.
- Right-of-way lines of streets and other rights-of-way, and the property lines of all lots and other tracts, with accurate dimensions, bearings, and curve data, including radii arcs, points of tangency, and central angles.
- Name and right-of-way width of each street, alley, or other right-of-way.
- Existing or required easements, including the location, dimensions, purposes, and the name of entity holding the easement with recorded book and page numbers or the date and daily number
- Each lot line and identification system for all lots and blocks.
- The area in square feet for each tract, site, parcel, or lot in the subdivision.
- Location, type, material, and size of all survey monuments and lot markers, including bench marks, with elevations referenced to mean sea level datum.
- Subdivision title, or name; north arrow; scale; and date.
- Certificate of registered land surveyor, covering execution of survey and preparation of subdivision plat.
- Certificates of all owners and holders of deeds of trust, the plat as prepared and releasing from the lien created by said deeds of trust all land dedicated to public use on the plat.
- Certificate indicating approval of the plat by the City Engineer, prepared for execution by the City Clerk over the seal of the City of Kirkwood (see attached script).

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Petitioner/Surveyor/Engineer, Date



# APPLICATION FOR PLANNING AND ZONING REVIEW LANDSCAPE PLAN CHECKLIST MARCH 2021

## INFORMATION TO BE SHOWN ON DRAWING

All applications submitted to the Planning and Zoning Commission that are subject to Chapter 25, Article VIII, Landscaping and Buffering Standards, shall submit a Landscaping Plan in conjunction with the submittal application. All other applications that are not subject to Planning and Zoning Commission review yet are subject to Chapter 25, Article VIII, shall submit a Landscape Plan in conjunction with the administrative site plan review and building permit application. The Landscaping Plan shall include the following:

- (1) Location map, north arrow, scale and date;
- (2) Name, signature, and contact information of preparer;
- (3) Proposed buildings, additions, and other improvements on site including parking and driveway layout and refuse container, including trash and recycling, location with appropriate screening drawn to scale;
- (4) Location of all existing and proposed trees, shrubs, and plants, including those to be removed from the site;
- (5) Planting schedule;
- (6) Ground cover type and location;
- (7) Location and dimensions of proposed landscape buffers;
- (8) Tree study;
- (9) Tree preservation plan;
- (10) Irrigation plan; and
- (11) Calculations including lot size, proposed open space square footage, proposed landscape buffer square footage and proposed impervious area square footage

\_\_\_\_\_  
Petitioner/Engineer

\_\_\_\_\_  
Date

***These are the minimum submittal requirements needed for review. Failure to provide all information will result in application being returned.***